

REVIEWERS & ASSISTANTS - CHECKING STATUSES



In FDM, Reviewers, Senior Legal Counsel Assistants, and Supervisor Assistants can view the Reporting and Review status of any reports that have been submitted. In addition, you can view a summary report of the types of reports that have been submitted.

Checking Reporting and Review Status

1. To check Reporting and Review status select **Review Filers | Reports List**.
2. Make the appropriate sorting selections at the top of the Report List and click **Go**. The sorting defaults are as follows:

Form Type	OGE 450
My Role	Your highest role in FDM
Year	Current year
Reporting Status	All
Review Status	Under Review

Financial Disclosure Management

Welcome Training X. ADAEO_EC_278_30

Annual incumbent SF 278 reports are due 15 May.

You have pending registrations. Go to [Pending Self Registration Requests](#) to confirm or deny registrations.

My SF 278 Filer's Reports

Form Type: My Role: Year: Reporting Status: Review Status:

SF 278 ADAEO EC ALL ALL Go Reset

1 to 7 of 7 Items per page: 20

Filer	Registration Status	Year	Reporting Status	Review Status	Review Date	Signature Date	
278_1_Training X.	Active	2007	Incumbent	Under Review			Submit To ADAEO View
Adams_1_A X.	Active	2007	Incumbent	Complete 02/21/2007		02/21/2007	View
Adams_10_A X.	Active	2006	New Entrant	Under Review			Submit To ADAEO View
Knox_29_L X.	Pending	2007	Incumbent	Draft			View

Common Questions

- What does it mean to "End" a review?
- What does Amended mean?
- What does Amendment in Progress mean?
- How do I see the reports assigned to me if I have more than one role in FDM?
- What does Complete Report mean?
- Glossary

Financial Disclosure Management

Welcome Training X. ADAEO_EC_278_30

Annual incumbent SF 278 reports are due 15 May.

You have pending registrations. Go to [Pending Self Registration Requests](#) to confirm or deny registrations.

My SF 278 Filer's Reports

Form Type: My Role: Year: Reporting Status: Review Status:

SF 278 ADAEO EC ALL ALL Go Reset

1 to 7 of 7 Items per page: 20

Filer	Registration Status	Year	Reporting Status	Review Status	Review Date	Signature Date	
278_1_Training X.	Active	2007	Incumbent	Under Review			Submit To ADAEO View
Adams_1_A X.	Active	2007	Incumbent	Complete 02/21/2007		02/21/2007	View
Adams_10_A X.	Active	2006	New Entrant	Under Review			Submit To ADAEO View
Knox_29_L X.	Pending	2007	Incumbent	Draft			View
Knox_30_L X.	Active	2007	New Entrant	Complete 02/22/2007		02/22/2007	View
Knox_30_L X.	Active	2007	New Entrant	Draft			View
Knox_30_L X.	Active	2007	Incumbent	Complete 02/21/2007		02/21/2007	View

Role: ADAEO EC

Filer	Registration Status	Year	Reporting Status	Review Status	Review Date	Signature Date
278_1_Training X.	Active	2007	Incumbent	Under Review		
Adams_1_A X.	Active	2007	Incumbent	Complete 02/21/2007		02/21/2007
Adams_10_A X.	Active	2006	New Entrant	Under Review		
Knox_29_L X.	Pending	2007	Incumbent	Draft		
Knox_30_L X.	Active	2007	New Entrant	Complete 02/22/2007		02/22/2007
Knox_30_L X.	Active	2007	New Entrant	Draft		
Knox_30_L X.	Active	2007	Incumbent	Complete 02/21/2007		02/21/2007

Printing the Reports List Page

1. On the **Reports List** page, click **Printer Friendly**. A Printer Friendly Reports List is displayed.
2. You can click the **Printer** icon on your browser's tool bar or right-click the report window and click **Print** on the menu that is displayed.
3. Click **Close** to exit the report.

Financial Disclosure Management

Welcome Training X, ADAEO_EC_278_30

Annual incumbent SF 278 Filer's Reports

Form Type: My Role: Yes

SF 278 ADAEO EC

1 to 7 of 7

Filer	Registrant	Total	Draft	Under Review	Submitted to ADAEO	Complete
278_1_Training X	Act	3	1	33%	1	33%
Adams_1, A X	Act	4	1	25%	1	25%
Adams_10, A X	Act	0	0	0%	0	0%
Adams_29, L X	Penc	0	0	0%	0	0%
Adams_30, L X	Act	0	0	0%	0	0%
Adams_30, L X	Act	0	0	0%	0	0%
Total		7	2	29%	2	29%

Close

Viewing a Report Summary

1. On the **Reports List** page, click **Report Summary**.
2. You can click the **Printer icon** on your browser's tool bar or right-click the report window and click **Print** on the menu that is displayed.
3. Click **Close** to exit the report.

Financial Disclosure Management

Complete - A X, Adams_1, 2007 Incumbent SF 278 Report

Audit Trail

(listed in reverse chronological order)

Date	Role	Name	Event
02/21/2007 11:14	Reviewer	ADAE0_EC_278_30, Training X	E-Signed
02/21/2007 11:14	Reviewer	ADAE0_EC_278_30, Training X	Completed Report
02/21/2007 11:14	Reviewer	ADAE0_EC_278_30, Training X	Ended Review
02/21/2007 11:00	Reviewer	Adaeo_1, Training X	Submitted to ADAEO without required signatures
02/05/2007 15:47	Filer	Adams_1, A X	E-Signed
02/05/2007 15:47	Filer	Adams_1, A X	Submitted Report
02/05/2007 15:25	Filer	Adams_1, A X	Created Report

Common Questions

- What is an ADAEO (Alternate Designated Agency Ethics Official)?
- What is an SLC (Senior Legal Counsel)?
- What is an EC (Ethics Counselor)?
- Glossary

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Audit Trail

In FDM, the Audit Trail time stamps report activities such as creation of a draft report, extensions and amendments. Assigned reviewers receive an automated e-mail message once a filer submits their financial disclosure report for review in FDM. View a financial disclosure report's audit trail to determine the timeliness of filing and review.

1. Select **Report Filers | Report List**.
2. Select **View** beside the appropriate financial disclosure report.
3. Click **Audit Trail**. The Audit Trail page displays.
4. Review the Submitted By Event date.